



PHIL BREDESEN
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
6th FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

LANA C. SEIVERS, Ed.D.
COMMISSIONER

MEMORANDUM

TO: Teachers Interested in Reviewing Textbooks

FROM: Morgan Branch, Director, Textbook Services

DATE: October 8, 2007

SUBJECT: Application Process

Thank you for your interest in participating in the textbook review process. Upon approval of the proposed budget, the State Textbook Commission will be contracting with teachers to review materials for

**Science K-12, Health and Lifetime Wellness, Agricultural Education 8-12,
and Family and Consumer Science 5-12.
(a list of the subjects in each area is attached)**

We will be contracting directly with teachers. The application process will be open to any teacher who meets the statutory requirements (now teaching or supervising the respective subject, proper endorsement, and three or more years of public school experience) for serving on the local adoption committee. The Application has two sections. The first section are the forms required by the Textbook Commission. The second section contains the forms necessary for your contract with the state. **Please complete both sections.**

The Commission expects to use approximately thirty-three teachers for the review process which lasts from June through July. One member of the committee will return in September for a two day meeting.. Reviewers will be paid between \$1000 and \$2000. Expenses for approved travel will be paid in accord with state travel regulations. Reviewers are also usually allowed to keep the materials reviewed.

The committee appointed to select the reviewers is scheduled to meet in early February. Teachers interested in applying should complete and return the attached application, including a notarized copy of the accompanying oath, to this office by **4:30 P.M., January 11, 2008**. Reviewers selected will be notified by **February 15, 2008**

An orientation session is scheduled in the Nashville area for **June 9-13**, and a debriefing session **July 28 – August 1, 2008**. Reviewers will independently examine books in the interim between these sessions. Also a representative from each committee will meet with the publishers on September 10-11 to hear their responses to the consensus reviews developed during the debriefing session. Any requests for time away from classes during your regular school year will be minimal and, of course, subject to local approval.

We appreciate your interest in the process and look forward to receiving your completed application. If you have questions, you may contact Morgan Branch at (615) 253-3160 or Valerie Starks at (615) 253-4348. You may also reach us at the following address:

Morgan.Branch@state.tn.us or Valerie.Starks@state.tn.us

Attachments:

Reviewer Application

Section II

Contract Forms

The following forms are to be **completed and returned with your Reviewer Application**

1. **Committee Application Form**
2. **Oath of Office**
3. **Timeline of Reviewer Events**

STATE TEXTBOOK COMMISSION EVALUATION COMMITTEE APPLICATION

PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION REQUIRED

Name:		City/State:	
Home Address :		Zip Code:	
School System:		E-mail Address:	
School:		Home Phone:	
Teacher Certificate No.:		School Phone:	
Area of Endorsement (By Name and Number):		Social Security No.:	
Current Teaching Assignment:			
Number of Years in Current Teaching Assignment:			
Please describe any computer experience:			

Attach a Resume/Experience Summary: Include grade level taught, curriculum development at the state or local level, inservices conducted, workshops attended, etc. Cite specific activities which would reflect expertise in evaluating textbooks for the subject area for which you are applying.

Have you served on the state review committee before?

☐ Yes

☐ No

If yes, what committee and the year(s) served? _____

References: Attach two letters of recommendation.

Oath: Return oath notarized and signed with your application.

Work Sample: Attach a response to the following:

Textbook shall be defined as any medium or manual of instruction which contains a systematic presentation of the principles of a subject and which constitutes a major instructional vehicle for that subject. What are the most needed improvements in the subject area for which you are applying which could be addressed through improved textbooks? List specific criteria which could be applied to the textbooks submitted. Emphasize criteria which would assist the State Textbook Commission in selecting the books which best support these improvements. Include references to national standards if applicable.

Return Completed Application/Forms to:

Morgan. Branch, Director
Office of Textbook Services
Tennessee Department of Education
5th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379
(615) 253-3160

APPLICATIONS MUST BE RECEIVED BY THIS OFFICE BY 4:30 PM JANAUARY 15, 2008.

OATH
TO BE ADMINISTERED TO MEMBERS OF THE
STATE TEXTBOOK COMMISSION EVALUATION COMMITTEE

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency.

During calendar year 2008 and for a period of twelve months after completion of my duties as a textbook reviewer, I will not be employed by any textbook publisher nor become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Commission for listing and adoption.

For the same periods of time mentioned above, I will not communicate any confidential or proprietary information acquired in my capacity as a textbook reviewer to any textbook publisher or publishing concern.

Finally, I do hereby promise that I will act honestly, faithfully and conscientiously, and in all respects will discharge my duties as assigned by the Commission to the best of my skill and ability."

Signed

Date

Subscribed and sworn to before me, in my presence, this _____ day of _____,
_____, a Notary Public in and for the state of Tennessee.

Notary Public

Tentative Reviewer Timeline

October 8, 2007 – January 11, 2008 - Applications accepted

January 25, 2008 - Selection of Committees

January 28, 2008 – February 29, 2008 – Contract Preparation and Signatures

March 3, 2008 –April 1, 2008 - Contracts Processed

April 2- May 30, 2008 -Contracts Executed and Mailed to Reviewers

***June 9 -13, 2008 - Reviewers Report to Nashville for Orientation and
Publisher Hearings**

June 13 – July 27, 2008 - Reviewers Independently Review Textbooks

***July 28 – Aug 1, 2008 - Reviewers Report to Nashville for Debriefing Session**

***September 10-11, 2008 -A representative for each Committee Reports
to Nashville for Responses from the Publishers to
their committee's reviews.**